



POLYGRAPH MANAGEMENT

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Purpose: To illustrate how to add, edit, and delete polygraphs from a subject’s profile.

POLYGRAPH MANAGEMENT

How to Add a Polygraph to the Subject Profile

1. Select **Subject Management** from the Left Navigation Menu.
2. Select a subject’s **Social Security number (SSN)** to add a polygraph to their profile.

National Background Investigation Services

Search Subject by SSN

Subject Management

My Subject List

Subjects in your organization are listed below. To include all subjects in your hierarchy, select the checkbox. Select the Advanced Search link to specify fields to search for.

Search

Search on All Fields Include Subjects in My Hierarchy

[Advanced Search](#)

Total Results: 1,036

[Table Settings](#) [Table View](#)

SSN	Last Name	First Name	Citizenship	Organization	Determination	Determination Status
[Redacted]	Bella	Stella	United States	Defense Counterintelligence and Security Agency/1000C	Suitable/Fit	Active
[Redacted]	Olive	Sarah	United States	Defense Counterintelligence and Security Agency/1000C	---	---

3. The Subject Profile will open.

The screenshot shows the 'National Background Investigation Services' interface. The subject profile for 'Bella, Stella' is displayed. The profile includes the following information:

- Citizenship:** United States
- Place of Birth:** grove city, Pennsylvania
- Date of Birth:** 01/01/1981
- Aliases:** N/A
- Contact Info:** [View](#)

The profile is divided into several sections:

- Profile:** Includes tabs for 'Active', 'Case History', and 'Vetting History'. The 'Active' tab is selected.
- Active:** A section with a 'Filter By' dropdown set to 'See All...'. Below it is a table of cases.
- Cases:** A table with columns for Case ID, Phase, Case Type, and Start Date. One case is listed: Case ID 21175BELL0729443, Phase Initiation, Case Type (blank), and Start Date 06/24/2021. A 'See more' link is present.
- Determinations:** A section with a '+ Grant Determination' link.
- Add Notes:** A section with a dropdown for 'Organization*', input fields for 'Title' and 'Notes', and an 'Add' button.
- Upload Attachments:** A section for uploading files.

A large blue arrow on the right side of the screenshot points downwards and is labeled 'Scroll Down'.

4. Scroll down to the Polygraphs card of the Subject Profile.

This screenshot shows the same subject profile for 'Bella, Stella' but scrolled down to the 'Polygraphs' section. The 'Polygraphs' card is highlighted with a yellow box. The profile information and other sections are partially visible at the top of the page.

The 'Polygraphs' section displays the following information:

- Polygraphs:** This subject has no polygraphs at this time. A '+ Add Polygraph' link is available.

The 'CV Enrollments' and 'Visits' sections are also visible above the Polygraphs section, both indicating no activity at this time.

5. Select the **+Add Polygraph** hyperlink.

The screenshot shows the 'National Background Investigation Services' dashboard. The left sidebar contains navigation options: Dashboard, Task Management, Visit Management, Subject Management (highlighted), Org Management, Order Form Library, System Settings, Reports, and Error Management. The main content area displays the profile for 'Bella, Stella' with SSN [REDACTED]. Key details include: Citizenship: United States, Place of Birth: grove city, Pennsylvania, Date of Birth: 01/01/1981, Aliases: N/A, and Contact Info: View. The profile is divided into three sections: CV Enrollments (no enrollments), Visits (no visits), and Polygraphs (no polygraphs). A yellow box highlights the '+ Add Polygraph' button in the Polygraphs section.

6. Complete the required fields.

The screenshot shows the 'Add Polygraph' form for subject 'Bella, Stella'. The form title is 'Add Polygraph' with a sub-instruction: 'To add a polygraph, complete the fields below and select the Submit button.' The form contains the following fields: 'File Number*' (text input), 'Type*' (dropdown menu), 'Open Date*' (calendar input), 'Completion Date*' (calendar input), 'Recording Organization*' (dropdown menu), 'Administering Agency*' (dropdown menu), 'Testing Agency Email*' (text input), 'External Investigation ID' (text input), 'External Investigation Agency' (text input), and 'Comments' (text area). At the bottom, there are 'Cancel' and 'Submit' buttons.

7. Select Submit.

National Background Investigation Services

Search Subject by SSN

Bella, Stella (887-65-4347)

Program Tags:

Citizenship: United States Place of Birth: grove city, Pennsylvania Date of Birth: 01/01/1981 Aliases: N/A Contact Info: [View](#)

Add Polygraph

To add a polygraph, complete the fields below and select the Submit button.

File Number * 23456789 Type * Counterintelligence

Open Date * 07/12/2022 Completion Date * 07/29/2022 Recording Organization * Defense Counterintelligence and Security Agency

Administering Agency * Department of Justice Testing Agency Email * bella.stella@test.mil External Investigation ID Enter External Investigation ID... External Investigation Agency Enter External Investigation Agency...

Comments

test test test

Cancel Submit

The green success banner will appear.

National Background Investigation Services

Search Subject by SSN

Bella, Stella (887-65-4347)

Program Tags:

Citizenship: United States Place of Birth: grove city, Pennsylvania Date of Birth: 01/01/1981 Aliases: N/A Contact Info: [View](#)

Success. Polygraph added.

Profile

Active Case History Vetting History

Active

Filter By See All...

Cases [Expand All](#)

Case ID	Phase	Case Type	Start Date
21175BELL0729443	Initiation	---	06/24/2021

[See more](#)

Determinations [+ Grant Determination](#)

Add Notes

Organization * Select Organization...

Title Enter Title...

Notes Enter Notes...

Add

Upload Attachments

An alternative way to add a polygraph to a subject's profile is to select the **Filter By** drop-down menu, then select **Polygraph**. The subject's Polygraph card will appear. Follow steps 1-6 above to add a polygraph to the subject's profile.

The screenshot displays the National Background Investigation Services (NBIS) interface for a subject named Bella, Stella. The interface includes a sidebar with navigation options such as Dashboard, Task Management, Visit Management, Subject Management, Org Management, Order Form Library, System Settings, Reports, and Error Management. The main content area shows the subject's profile, including personal information like Citizenship (United States), Place of Birth (grove city, Pennsylvania), and Date of Birth (01/01/1981). The 'Filter By' dropdown menu is open, showing options like Open Cases, Current Determinations, Current Affiliations, Access, CV Enrollment, Visits, and Polygraph. The Polygraph option is highlighted. Below the dropdown, a table displays the polygraph results:

Type	Completion Date
Counterintelligence	07/29/2022

The interface also features sections for 'Add Notes' (Organization, Title, Notes) and 'Upload Attachments'.

How to Edit a Subject's Polygraph Entry

1. Select **Subject Management** from the Left Navigation Menu.
2. Select a subject's **SSN** to edit the subject's polygraph entry.

National Background Investigation Services

Search Subject by SSN

Subject Management

My Subject List

Subjects in your organization are listed below. To include all subjects in your hierarchy, select the checkbox. Select the Advanced Search link to specify fields to search for.

Search

Search on All Fields Include Subjects in My Hierarchy

Advanced Search

Total Results: 1,036

Table Settings Table View

SSN	Last Name	First Name	Citizenship	Organization	Determination	Determination Status
...	Bella	Stella	United States	Defense Counterintelligence and Security Agency/1000C	Suitable/Fit	Active
...	Olive	Sarah	United States	Defense Counterintelligence and Security Agency/1000C	---	---

3. Select the **ellipses** to display polygraph actions.
4. Select **Edit Polygraph**.

National Background Investigation Services

Search Subject by SSN

Bella, Stella

Program Tags:

Citizenship: United States Place of Birth: grove city, Pennsylvania Date of Birth: 01/01/1981 Aliases: N/A Contact Info: View

CV Enrollments

This subject has no CV Enrollments at this time.

Visits

This subject has no visits at this time.

Polygraphs

This subject has no polygraphs at this time.

File Number	Type	Completion Date
23456789	Counterintelligence	07/29/2022

Edit Polygraph

Delete Polygraph

Back

5. Make necessary edits to the polygraph entry.
6. Select **Submit**.

National Background Investigation Services

Search Subject by SSN

Bella, Stella

Citizenship: United States Place of Birth: grove city, Pennsylvania Date of Birth: 01/01/1981 Aliases: N/A Contact Info: View

Edit Polygraph

To edit this polygraph, update the fields below and select the Submit button.

File Number* 23456789 Type* Counterintelligence

Open Date* 07/12/2022 Completion Date* 07/29/2022 Recording Organization* Defense Counterintelligence and Security Ag

Administering Agency* Department of Justice Testing Agency Email* bella.stella@test.mil External Investigation ID Enter External Investigation ID... External Investigation Agency Enter External Investigation Agency...

Comments
test test test

Cancel Submit

A green success banner will appear.

National Background Investigation Services

Search Subject by SSN

Bella, Stella

Citizenship: United States Place of Birth: grove city, Pennsylvania Date of Birth: 01/01/1981 Aliases: N/A Contact Info: View

Success. Polygraph added.

Profile

Active Case History Vetting History

Filter By See All...

Case ID	Phase	Case Type	Start Date
21175BELL0729443	Initiation	---	06/24/2021

Expand All See more

Add Notes

Organization* Select Organization...

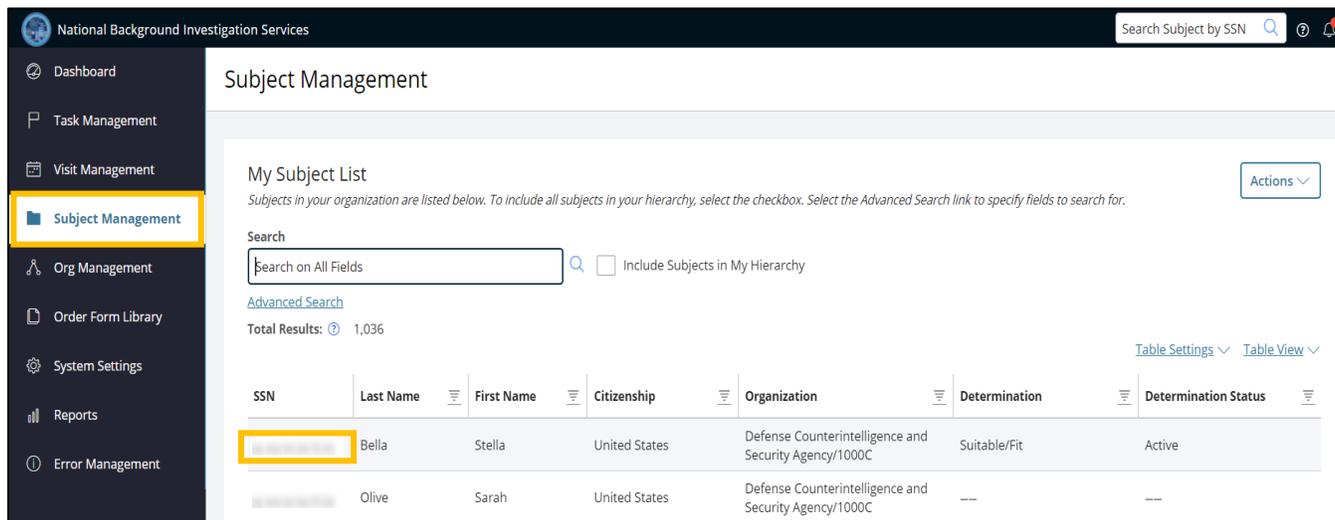
Title Enter Title...

Notes Enter Notes...

Add

How to Delete a Polygraph Entry from a Subject Profile

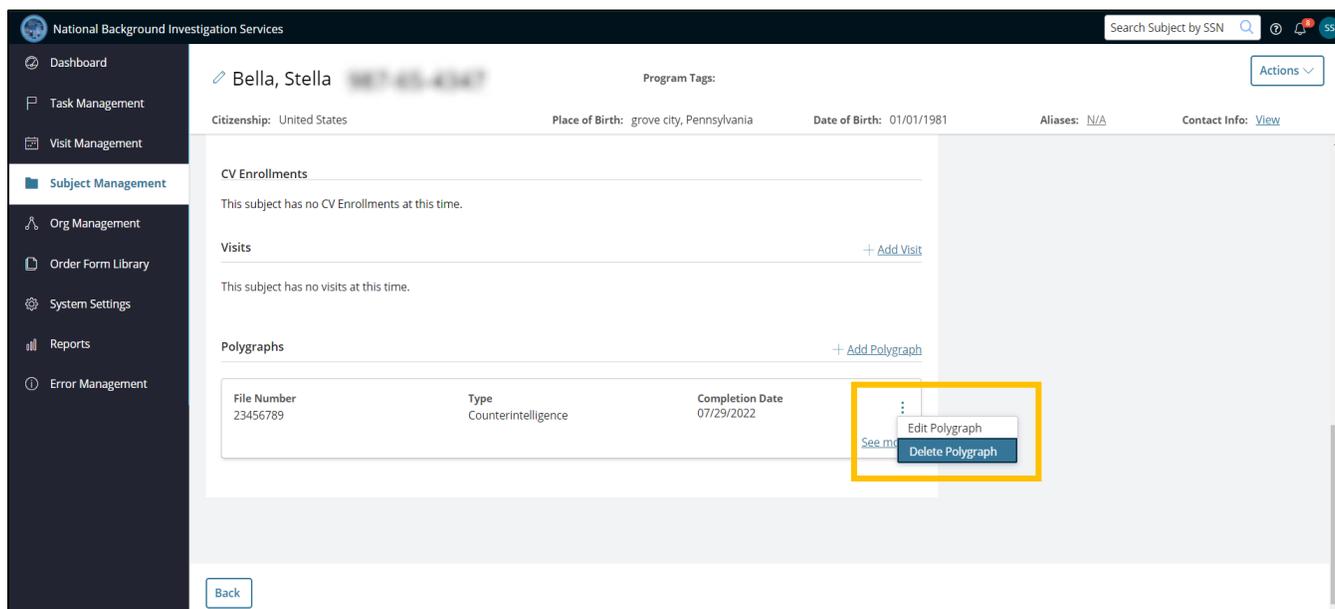
1. Select **Subject Management** from the Left Navigation Menu.
2. Select a subject's **SSN** to edit the subject's polygraph entry.



The screenshot shows the 'Subject Management' interface. On the left is a navigation menu with 'Subject Management' highlighted. The main area displays 'My Subject List' with a search bar and a table of subjects. The first row is highlighted, and its SSN column is also highlighted.

SSN	Last Name	First Name	Citizenship	Organization	Determination	Determination Status
[Redacted]	Bella	Stella	United States	Defense Counterintelligence and Security Agency/1000C	Suitable/Fit	Active
[Redacted]	Olive	Sarah	United States	Defense Counterintelligence and Security Agency/1000C	---	---

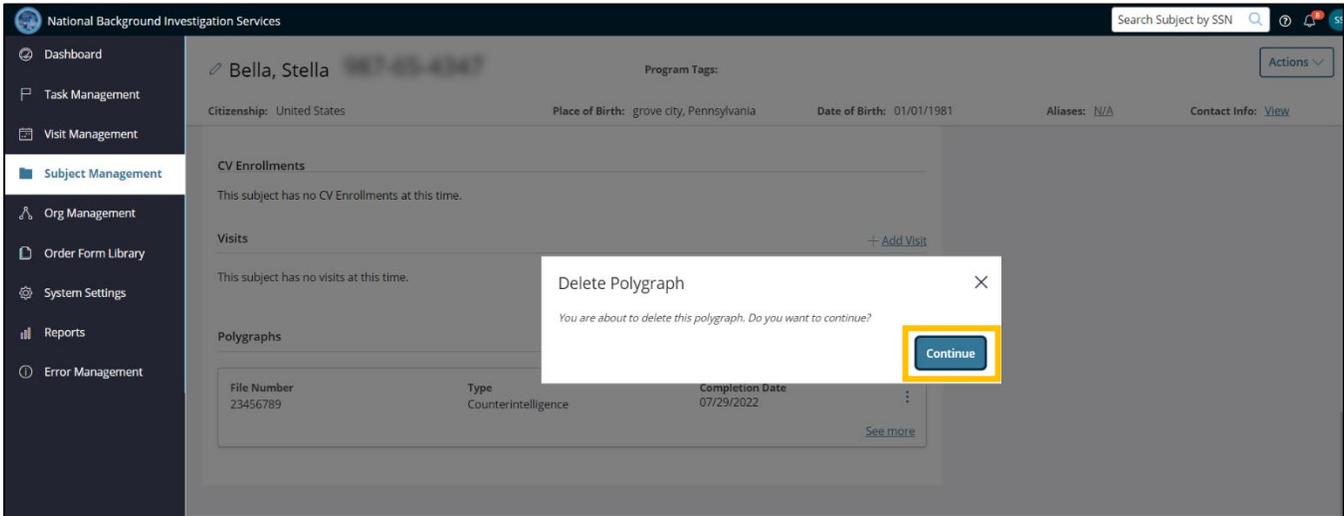
3. Select the **ellipses** to display polygraph actions.
4. Select **Delete Polygraph**.



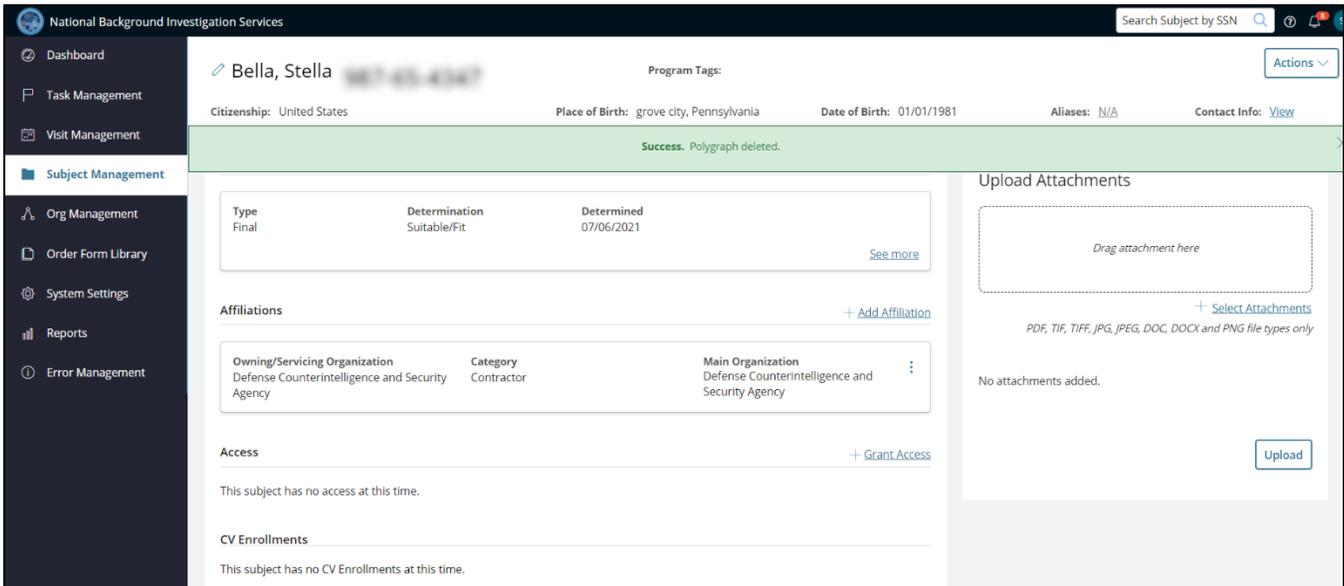
The screenshot shows the subject profile for 'Bella, Stella'. The 'Polygraphs' section is expanded, showing a table with one entry. A context menu is open over the entry, with 'Delete Polygraph' highlighted.

File Number	Type	Completion Date
23456789	Counterintelligence	07/29/2022

5. The Delete Polygraph modal will appear. Select **Continue** to delete the Polygraph.



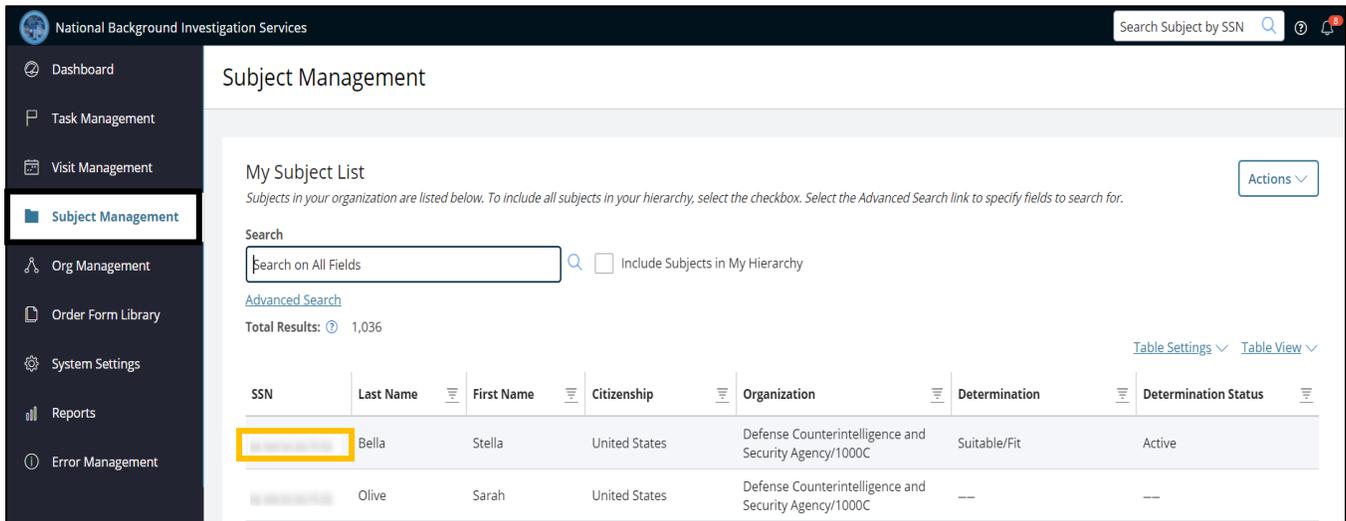
A green success banner will appear.



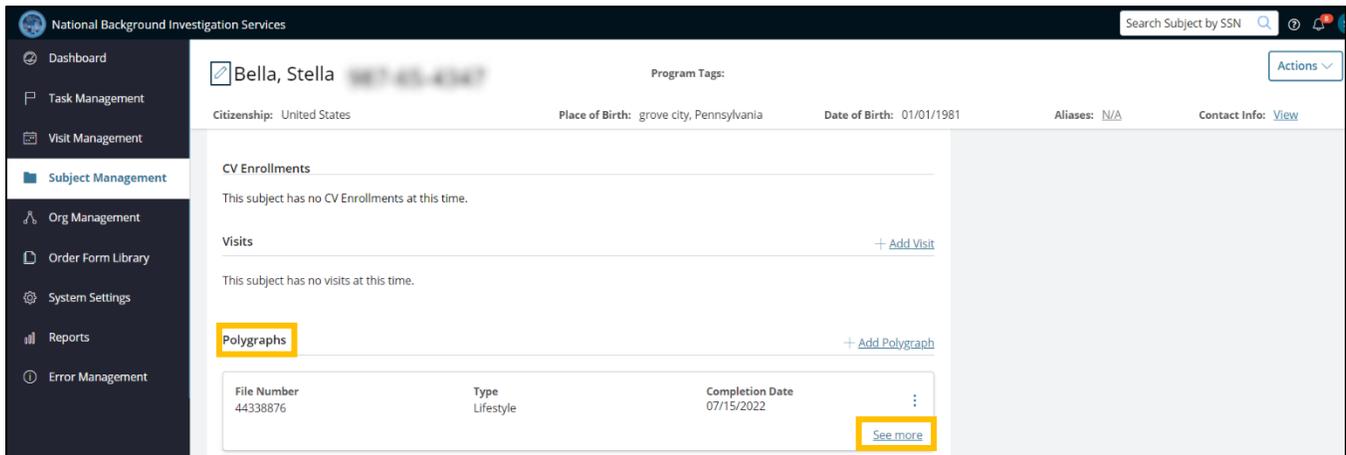
Note: A user with a Polygraph role can delete a polygraph they did not enter if they are within the same organization as the user who entered it. If a polygraph was entered by a user outside of their organization, they cannot delete that polygraph.

How to Expand Polygraph View and Add Additional Polygraphs

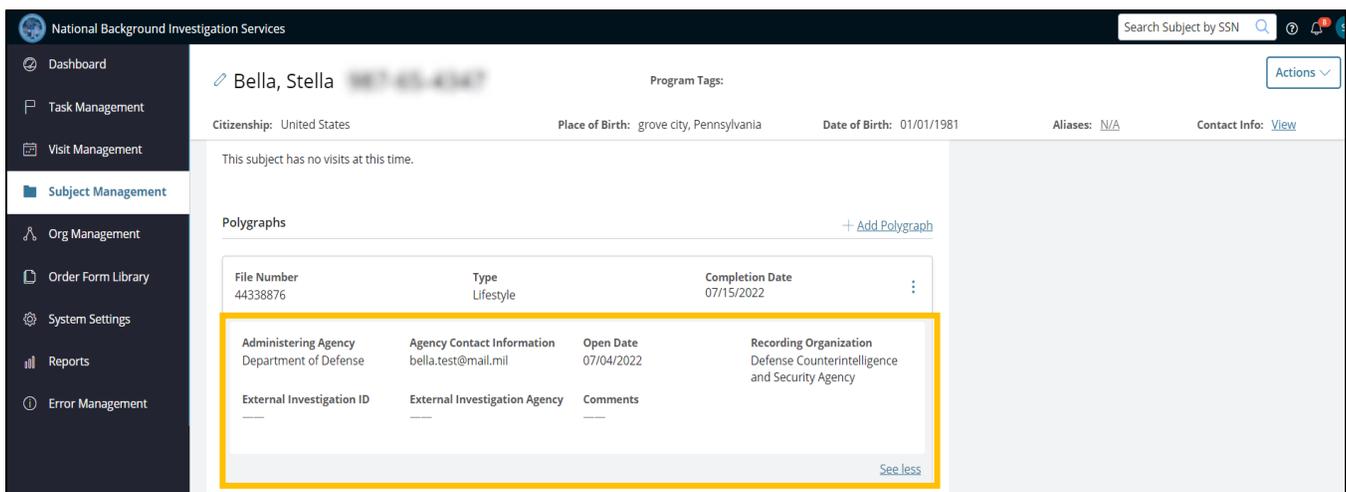
1. Select **Subject Management** from the Left Navigation Menu.
2. Select a subject's **SSN** to edit the subject's polygraph entry.



3. From the Polygraphs card on the Subject Profile, select the **See More** hyperlink to display information regarding the most recent polygraph.



Information displays under the polygraph's file number.



4. To view prior entries, select the **Vetting History** tab on the Subject Profile.

The screenshot displays the National Background Investigation Services (NBIS) interface. The top navigation bar includes the NBIS logo, a search function for subjects by SSN, and an 'Actions' dropdown menu. The main header identifies the subject as 'Bella, Stella' with a redacted SSN and 'Program Tags'. Below this, key biographical information is listed: Citizenship (United States), Place of Birth (grove city, Pennsylvania), Date of Birth (01/01/1981), Aliases (N/A), and Contact Info (View).

The central 'Profile' section contains several tabs: 'Profile', 'Attachments', and 'Notes'. Under the 'Profile' tab, there are sub-tabs for 'Active', 'Case History', and 'Vetting History'. The 'Vetting History' tab is highlighted with a yellow rectangular box. Below these tabs, the 'Vetting History' section is currently empty, with a message stating 'This subject has no access history at this time.' Other sections like 'Access History', 'Visit History', 'Polygraph History', and 'CV Enrollment History' also show empty states with similar messages.

On the right side of the interface, there is an 'Add Notes' section with a dropdown for 'Organization*', input fields for 'Title' and 'Notes', and an 'Add' button. Below this is an 'Upload Attachments' section with a dashed border for file uploads.

The left sidebar contains a navigation menu with options: Dashboard, Task Management, Visit Management, Subject Management (highlighted), Org Management, Order Form Library, System Settings, Reports, and Error Management.

